

Lenders Checklist for HIP 80 packet

This checklist is provided to help guide lenders through the documents that HIP 80 staff will need in order to process a loan file requesting HIP 80 funds. There are basic documents that will be necessary for all files you submit to HIP 80. The Housing Loan Officer will contact you after receipt of your file to advise you if any additional documentation is needed. Visit www.sanantonio.gov/NHSD/programs/downpayment for more information.

Coordinate with your real estate agent to send these as soon as they are available. HIP 80 will use these documents to open a new file and conduct the HIP Property Review even though your lender file may not yet be complete.

1. **Copy of purchase contract receipted by the Title Company; including all addenda.**
2. **Copy of the Property Inspection Report for the subject property (including completed inventory new construction)**
3. **Copy of the City of San Antonio Homebuyer's Education Class Certificate**

IT IS RECOMMENDED THAT THE LENDER VERIFY THAT THE FILE IS COMPLETE AND CREDIT APPROVED, PRIOR TO SUBMISSION TO COSA. Submit files by mail or courier, no emails will be accepted. All documents must be legible. Complete files close first.

- 1. **Lender's Cover Sheet** including name, address, phone & email of loan officer. Indicate buyer's name, property address, number of bedrooms and the amount of HIP 80 funds requested. *Provide detailed information, i.e., how many in household, relationship, gender, NPS employed, etc., information pertinent to HIP loan that is not on your standard forms*
- 2. **Copy of Texas ID Photo** for borrower & co-borrower and **All** adults household member and **SS card**
- 3. **Signed Loan Estimate**
- 4. **Itemized Fees Worksheet**
- 5. **Copy of purchase contract receipted by the Title Company; including all addendum - (Extension of contract)** and **Lead Base Paint Addendum** (if apply)
- 6. **Signed Loan Application**; Designate spouse, or living partner's employment status if applicable. Identify Non-Purchasing Spouse (NPS), partner, live in, etc. on the employment section of the application and include their social security number
- 7. **Occupancy Standards**; Provide household member's age & gender / how many bedrooms
- 8. **Verification of Employment** current and signed by the employer's representative.
- 9. Supply **2 (two) current months of consecutive** pay stubs for Applicant(s).

Household income consists of all money received or earned by any person 18 years of age or older, who currently resides or who will reside in the home.

- a. Submit **2 (two) current months of consecutive pay stubs** for **ALL** persons who will occupy the residence 18 years and older.

b. Submit current year **benefit letters/verification of Income for public assistance**, separate **maintenance payments or child support for persons** that will live in home.

10. **Single Parent Household - Divorce Decree, final (if applicable);**

A. Submit 6 (six) month's most current year **child support printout** as evidenced by the Bexar County Child Support registry or Attorney General's office.

11. **Six (6) months most current consecutive checking bank statements** ALL adults household member

12. **One (1) month most current savings bank statement** ALL adults household member

13. City of San Antonio **Homebuyers' Class certificate** from HUD approved class - copy

14. **Wire Instructions**

15. **Flood Certification**

16. **Flood Insurance Declaration Page** (if apply)

17. **Homeowners Insurance**

Mortgage Clause: City of San Antonio, Loan Servicing, 1400 S Flores, San Antonio, TX 78204

18. **Title Commitment & Title Policy;**

Must show **City of San Antonio** as 2nd lien holder for total HIP80 funds **without endorsements**

19. Property Inspection Report - Copy invoice to Title Company for HIP 80 funds credit

20. **Appraisal Report** – copy

21. **Final Appraisal Report** (if apply)

There forms are internal to HIP 80 and can be provided to you: (also available on our website <https://www.sanantonio.gov/NHSD/Programs/DownPayment>)

- Certification of Zero Income (a form for adults in the household with zero income)
- Zero Asset Affidavit (a form for adults in the household with no assets)
- Lender's Cover Sheet

**Please do not send any extra documents that are not listed on this checklist.
HIP staff will contact you if more documentation is necessary.**

COSA – NHSD reserves the right to return and or suspend incomplete packets